



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING

MARY A. LANNOYE
DIRECTOR

April 2, 2003

MEMORANDUM

TO: Directors of Departments and Autonomous Agencies

FROM: Mary A. Lannoye
State Budget Director

SUBJECT: Executive Directive 2003-9 – Travel Restrictions

Executive Directive 2003-9 establishes travel restrictions within the Executive Branch effective March 6, 2003, and continuing until further notice. This memorandum outlines procedures necessary to implement Executive Directive 2003-9 and pertains to any travel financed in whole, or in part, by general fund or state restricted funds.

Out-of-State Travel

Out-of-state travel is prohibited unless the situation meets one or more of the criteria listed in Executive Directive 2003-9. Department directors may approve out-of-state travel if one or more of the following criteria are met:

1. The travel is required by legal mandate, court order, or for mandatory law enforcement activities.
2. The travel is necessary to protect the health or safety of Michigan citizens or visitors.
3. The travel is necessary to produce budgetary savings or increased state revenues, including the prevention of the loss of federal funds or securing additional federal funds.
4. The travel is wholly financed by federal or private funds.

There may be other situations that warrant out-of-state travel. In these instances, the attached form (signed by the department director or his/her designee) should be submitted to the State Budget Director for approval prior to making out-of-state travel arrangements. This form is also available on the State Budget Office Web site at <http://www.michigan.gov/budget>. [Note: If your agency has a similar form that you use for out-of-state travel authorization, you may use your own form instead of the DMB 100c with prior approval from our office. Share a copy of your form with Nancy Duncan to secure approval.]

In-State Travel

Expenditures for in-state travel must be reduced by 10 percent for the remainder of fiscal year 2003 and continuing next fiscal year. The fiscal year 2003 reduction plan must achieve savings equal to at least 5 percent of the fiscal year 2002 expenditures so that full year savings in fiscal year 2004 equal 10 percent of the 2002 expenditure levels.

By April 18, 2003, each department director and autonomous agency head is required to submit a reduction plan to the State Budget Director that includes the following information:

- FY 2002 actual expenditures for in-state travel.
- FY 2003 year-to-date expenditures for in-state travel, and projected expenditures for the remainder of the fiscal year.
- A description of the strategy used by the department or autonomous agency to reduce travel expenditures by 10 percent or more for the balance of the fiscal year, including the rationale for exempting any program or subunit from the reduction plan.

The State Budget Director will review the in-state travel reduction plan and provide approval of the plan as soon as possible after receipt.

Directors of Departments and Autonomous Agencies
April 2, 2003
Page 3

Reimbursement of Judicial or Legislative Travel

Any department or autonomous agency which finances travel costs of a justice, judge, or legislator, judicial staff, or legislative staff during fiscal year 2003, is required to charge these travel expenses to the State Court Administrative Office, the Secretary of the Senate, or the Clerk of the House of Representatives, as appropriate.

Copies of inter-account billings should be submitted to the State Budget Director, pursuant to year-end closing procedures, for compilation of the statewide report required under Executive Directive 2003-9.

I appreciate your cooperation in implementing this directive. If you have any questions concerning these procedures, please contact Nancy W. Duncan, Deputy State Budget Director at (517) 373-0870.

Attachments

- 1) Out-of-State Travel Authorization Form DMB 100c (<http://www.michigan.gov/budget>)
- 2) Executive Directive 2003-9

cc: Rick Wiener, Chief Operating Officer
Lisa Webb Sharpe, Director of Public Policy
Nancy W. Duncan, Deputy State Budget Director
Agency Budget Directors
Internal State Budget Office Distribution